



2010 ENERGY STAR® Awards

General Instructions for All Applicants

What you need to submit online:

- A 300-word executive summary highlighting the main elements of your application.
- An electronic copy (Word or WordPerfect) of your narrative.
- Optional supplemental material such as photos, pamphlets, copies of advertisements, videos, audio files, etc., can be uploaded with your application as PDF files (each file must be less than 12 MB). It is strongly recommended to consolidate supplemental print files into one or two PDF files.
- *Retailers only:* See special instructions in the Retailer application, under the Partner of the Year category.

When you need to submit it:

- A complete electronic application must be **uploaded by midnight, EST on December 4, 2009**. We will not accept any applications or materials uploaded after this date.

How you need to submit:

- All Partner applications must be electronically submitted through your "My ENERGY STAR Account" (www.energystar.gov/mesa). The electronic system will be available **November 1, 2009**.
- If you do not have an ENERGY STAR account, call the ENERGY STAR Hotline at 888-782-7937 to have one created.
- **We will only accept applications submitted via this online system.**

What to expect after you submit:

- **Confirmation of Receipt:** You will get an email within 48 hours confirming receipt of materials you submitted electronically. It will be sent to the Primary and Communications contact in the award application. If you do not receive confirmation within this timeframe, please contact the ENERGY STAR Awards Coordinator, Hewan Tomlinson, at (202) 343-9082 or Tomlinson.Hewan@epa.gov.
- **Notification:** You will be notified no later than February 5, 2010 on the status of your application.

Additional information:

- The ENERGY STAR Awards Ceremony will be held on April 13, 2010 in Washington, DC.
- Organizations may apply for more than one award if they meet the eligibility requirements. In such cases, a complete award application package must be submitted for each award.
- There are two broad categories of ENERGY STAR awards that you can apply for: Partner of the Year and Excellence Awards.
- The Sustained Excellence Award, our highest honor, is selected by EPA to recognize organizations that have won Partner of the Year for several years and their achievements continue to surpass those of the previous year. There is no separate application for Sustained Excellence.
- Where applicable, quantify your activities and the results (e.g., percent improvement, number of marketing pieces produced, number of people reached), and include electronic copies of documentation that support claims made (e.g., photos of promotional materials, samples of advertisements with the ENERGY STAR mark, copies of training materials used, etc.).

2010 ENERGY STAR® Award Application

Partner of the Year – Energy Management

Eligibility: ENERGY STAR Partners from commercial, industrial, institutional, and other organizations that can demonstrate improved energy performance of buildings and plants through a corporate-wide energy program are eligible.

Description: This award recognizes businesses and organizations that demonstrate their commitment to environmental protection through superior energy management which integrates the use of ENERGY STAR tools and resources. Winning applications must clearly show the organization's commitment to and success in achieving superior energy management as well as their participation in ENERGY STAR. Refer to the ENERGY STAR [Guidelines for Energy Management](#) for information on the fundamental elements of superior energy management.

Criteria: The 2010 ENERGY STAR Awards will be based on work completed and energy savings demonstrated **during the 2009 calendar year**. Accomplishments outside of this time period may be mentioned for reference and to demonstrate continuous improvement.

Applicants should be aware that EPA will refer to material in applications in its promotion of winners' achievements. EPA does not require confidential data to support the application. Applications citing confidential business information will NOT be evaluated.

Previous award winners with evidence of continuous improvement will automatically be considered for the Sustained Excellence award.

Narrative: The written portion of the application must be no longer than **nine pages** in 12-point font. Margins should be no less than 1" on all sides. Pages that exceed the limit will not be evaluated.

- **Executive Summary (300 words or less)**—Please provide a brief overview of your organization and the highlights of key accomplishments that make you eligible for this ENERGY STAR award. In the event that you are chosen to receive an award, this text will be the basis used in preparing a summary of your organization's achievements. The Executive Summary will **not** count toward the nine-page limit.
- **Accomplishments**—Organizations applying for the Partner of the Year Award should provide a **detailed description of your 2009 accomplishments** demonstrating how you have met the required criteria.
- **Cumulative Accomplishments**—When highlighting cumulative accomplishments, please ensure that you include a timeframe (e.g., saved \$3 million in 2009 and more than \$10 million since 2001).

Applicants are encouraged to submit electronic copies of supplemental materials that support the application, such as energy policy statements and energy tracking information, as well as advertisements, brochures, or other materials as long as they are clearly referenced within the application. Supplemental materials will **not** count toward the nine-page limit, but **must be directly relevant to energy management and/or ENERGY STAR**.

Scoring: The application is scored on a 100-point scale and the weight of each section or question is provided.

Section 1 – Management Practices

35 points

This section of the application focuses on the best practices employed by your organization in managing energy.

- Describe your organization's best practices as they relate to the fundamental elements of superior energy management described in the [ENERGY STAR Guidelines for Energy Management](#). Specifically explain how your organization has addressed each aspect of the ENERGY STAR Guidelines for Energy Management. This includes stating your organization's goals and management plans.
- Discuss key projects, energy management strategies, or tools that have led to success. Please highlight all ENERGY STAR tools and resources you have utilized and integrated into your program, such as Portfolio Manager and Target Finder. A list of resources can be found at https://www.energystar.gov/ia/business/challenge/get_started/QuickListBusiness.pdf.

Section 2 – Organization-wide Improvements

40 points

This section of the application focuses on actual energy performance improvements achieved by your organization during the past year. Please respond to either section A **or** B. In addition, all applicants must respond to section C. Both the magnitude of your improvements as well as your current energy performance, relative to your peers, will be considered.

A. Building Partners

Building Partners **must** provide a report from Portfolio Manager showing your organization-wide improvements. Detailed instructions for generating this report will be available and posted to the awards Web site www.energystar.gov/awards no later than September 1, 2009.

B. Industrial Partners

The entire table below should be included in your narrative. Please provide a summary of your organization-wide energy performance, and copy the completed table into your narrative:

1. Number of facilities tracked and benchmarked by plant type *	
2. Total number of facilities operated by plant type	
3. Total output, in units, which apply to the business of your company and correlate with energy usage, e.g. ft ² , tons of a specific product, etc.	
4. Aggregate energy intensity for 2009 in kBtu/total output	
5. Aggregate energy intensity for the corresponding period in 2008 in kBtu/total output	
Change in energy intensity (#4-#5)	

*Plant type refers to the primary process used or product produced by the plant, e.g. auto assembly vs. auto metal casting; cement vs. ready-mix; etc.

You may provide a summary report from your corporate tracking system that includes this information. If ENERGY STAR has provided your industry with a plant Energy Performance Indicator (EPI), please provide ratings for each plant you have scored in the past year. If applicable, explain changes in business activity that may have impacted energy use in the last 12-month period. In addition, describe any efforts to

normalize data, such as accounting for weather, climate differences, or other business effects. You can include this information as a separate file with your supplemental materials, or copy it into your narrative text.

C. All applicants (Required)

Provide context for your energy savings by equating your energy savings to business, financial, and environment metrics. Examples include:

- Number of tons of product that would have been produced.
- Number of first year teachers that could be hired.
- Equivalent change in Average Daily Room Rate (ADR).
- Number of trees planted to equate with carbon dioxide emissions avoided.
- Number of average American homes that would have been powered by the energy saved.

Section 3 – Promoting and Communicating Success

25 points

In this section of the application, please tell us how you have promoted ENERGY STAR and your partnership with ENERGY STAR, as well as how you have promoted energy efficiency to your customers, employees, tenants, guests, students, and community. Partner of the Year winners excel beyond simple outreach; their communications are an integral component of their overall energy programs.

- 1) Please describe your organization’s communications strategy, with a special emphasis on how you leverage ENERGY STAR communications resources and how you incorporate ENERGY STAR into your messaging. Include details on:
 - Target audiences.
 - Goals of the outreach.
 - Strategic execution and rationale.
 - Results—how did you effect positive change in your organization, industry, and community?
- 2) Discuss your participation in EPA recognition opportunities including the ENERGY STAR for Buildings or Plants, Design to Earn the ENERGY STAR, and ENERGY STAR Leaders. If you have ENERGY STAR Leaders recognition achievements, please include an electronic copy of your organization’s Leaders summary page from Portfolio Manager. This attachment will not count towards your nine page limit.
- 3) Please provide electronic examples—and samples—of the approaches you employed in support of this strategy. Be sure to include examples of:
 - Efforts to communicate within your organization (employees, tenants, etc.).
 - Efforts to communicate with your external stakeholders (customers, community, etc.).
 - Efforts to publicize in the media.

Specific types of activities you should highlight include, but are not limited to:

- Sharing news of your ENERGY STAR achievements.
- Developing a newsletter, internet, or intranet site dedicated to or highlighting your ENERGY STAR efforts and energy efficiency education.
- Hosting energy fairs or other energy efficiency-related events.
- Promoting “Bring Your Green to Work with ENERGY STAR” and encouraging employees and tenants to explore www.energystar.gov/work.
- Developing competitions, incentives, or recognition programs.

- Producing and distributing any collateral or multimedia materials about ENERGY STAR or energy efficiency.
- Reaching out to your state and local government officials on energy efficiency matters or to share your achievements.
- Using the ENERGY STAR logo.
- Promoting ENERGY STAR qualified products and/or homes.